

**CONTRACTOR REQUIREMENTS DOCUMENT
DEPARTMENTAL MATERIALS TRANSPORTATION & PACKAGING
MANAGEMENT**

1. The contractor shall conduct its operations in compliance with all applicable international, Federal, State, local, and tribal requirements governing materials transportation unless exemptions or alternatives are approved in accordance with DOE O 460.1. Notwithstanding the exemption available through the National Security Provision, 49 CFR 173.7(b), shipments under this provision will comply with the 49 CFR 106-180 requirements, except those that infringe upon maintenance of classified information.
2. A Transportation Plan shall be prepared by the contractor and submitted to the appropriate Field Element with information on shipments of spent nuclear fuel, high-level waste, and high-visibility shipments and campaigns as determined by the cognizant Program Office (PO). The plan shall consist of information describing material type, shipping dates, estimated number and weight of shipments, mode of transport, carrier proposed route, packaging description, and cargo security arrangements, if required. The contractor, when preparing a Transportation Plan, shall use the Prospective Shipments Module (PSM) of the Transportation Information Network (TIN) in the development of the Plan.
3. The DOE Transportation Tracking and Communications (TRANSCOM) System shall be used by the contractor, in accordance with the TRANSCOM operations system manuals (controlled documents) for tracking and monitoring the following categories of shipments:
 - (a) Spent nuclear fuel (Reference DOE M 5632.1C-1, Chapter IV);
 - (b) High-level waste; and
 - (c) High-visibility shipments and campaigns as determined by the cognizant DOE POs.
4. Shipment Procedures.
 - (a) To the maximum extent practicable, the contractor shall utilize the Automated Transportation Management System (ATMS) to perform transportation tasks.
 - (b) Consistent with the Government's self-insurance policy, the contractor shall not expend Government funds to insure property against loss, damage, or destruction while in transit, unless qualifying as a "special circumstance" under the procurement regulations.

- (c) All commercial bills of lading, air bills, and other commercial documents covering shipments made by or to the contractor on DOE's behalf shall provide for consignment of the shipments to, or from, the:
 - (1) United States Department of Energy "in care of" the contractor, or
 - (2) The contractor "for the United States Department of Energy."
 - (d) Requests by the contractors, documented as required by Air Force Regulation (AFR) 76-38, for military air transportation service shall be made to the appropriate Field Element. Requests shall include a certification by the PO or the cognizant Operations or Field Office that such transportation is in the national interest and that commercial air transportation is not readily obtainable or capable of meeting program requirements.
5. Upon receipt of hazardous materials shipments, the contractor shall:
- (a) Inspect for damage or loss and evidence of leakage. In addition, the contractor shall inspect radioactive material shipments for external surface contamination and dose rate.
 - (b) If a delivery conveyance is contaminated, the transport vehicle shall be detained and the delivering carrier immediately notified so that other potentially contaminated vehicles can be surveyed.
6. Consignee shipment notifications.
- (a) For each shipment of fissile or more than Type A quantities of radioactive material, and for *gas poisonous by inhalation* as defined in 49 CFR 173.115(c), the contractor shall notify the consignee of the dates of the shipment, the expected date of arrival, and any special loading or unloading instructions.
 - (b) The contractor consignee shall notify the shipper by the end of the first working day after the estimated arrival date if the shipment has not been received.
7. Shipment data shall be reported by the contractor to the Shipment Mobility/Accountability Collection (SMAC) automated data system at least monthly. If excepted from the SMAC reporting requirement, the contractor shall provide the Field Element with an annual shipment data report for the preceding fiscal year by November 1 of each year.
8. Transportation Services and Rates.

- (a) Upon request from the DOE Field Element, the contractor shall evaluate carriers, in accordance with the DOE "Motor Carrier Evaluation Program Plan and Program Procedures" carriers.

Carriers that transport Highway Route Controlled Quantities (HRCQ) of radioactive materials in less-than-truckload (LTL) or truckload (TL) quantities, any TL quantities of radioactive material, and hazardous waste in any quantity shall be evaluated by the contractor. A copy of the evaluation document shall be provided by the contractor to the DOE Field Element within 30 days of completion of the carrier evaluation.

- (b) Only carrier rates on file with EM-1, Field Elements, other Federal agencies, or a State commission shall be used by the contractor for shipments by common carriage.
 - (c) When other than low-cost carrier/mode transportation is used by the contractor, a written justification or management approval statement shall be retained.
9. New explosive substances and articles, including devices, made by the contractor shall be transported only after they have been tested, a classification approval has been obtained from Albuquerque or Oakland Operations Offices, and EM-1 has registered the explosive with the Department of Transportation (DOT). The contractor shall provide a copy of the classification approval and supporting documentation to the Field Element.
10. Information on reusable radioactive materials packagings in inventory, programmatically excess packagings, newly decertified packagings, new packaging needs, and packagings under development shall annually be provided by the contractor to the Field Element in order to be included in the Department's Packaging Management Plan and the Transportation Research and Development Plan.